

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #910401-01

Sheet 1 of 1

SCHEDULE #: 81-0287-A

EFFECTIVE DATE: 05/31/91

Supersedes Schedule #: 81-0287

Effective Date: 05/01/81

Agency Code: 0414

Agency: Department of Education

Creating

Office: Regional Assessment Centers

Custodian: Office of Instructional Services

Performance Assessment and Test Development

Series

Title/Dates: "Beginning Teacher Proficiency Assessment Files," May 1, 1980 to 1990.

Access: Closed (OCGA 50-18-72)

Class: Common, one-time disposition.

Related To: Assessment of the on-the-job performance of beginning school teachers and speech/language pathologists for State of Georgia performance-based certification. The program, under which the 17 Regional Assessment Centers, created these Teacher Performance Appraisal Instrument (TPAI) files, ended in 1990 and the Centers will cease operation June 30, 1991. Series includes affirmation card, documentation of orientation, profile (test results) for each assessment, profile interpretation conference report, release (for reporting results to school systems), documentation of deferment and waiver, and records relating to appeals.

Arrangement: Numerically by assigned personnel identification number

Retention

Requirement: Administrative need six (6) years.
Statute of limitation six (6) years.

Media: Paper

Disposition

Instructions: Cut off January 29, 1991
Transfer to the State Records Center
Retain until June 30, 1997, then
Destroy

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon

Edward Weldon
Secretary of State Designee

6-6-91

Date

4657-39
17
APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION****INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Regional Education Services Division State Office Building Atlanta, Georgia 30334	Application Number 81-287	
Application Number		Date Received APR 22 1981	Date Completed MAY 1 1981
2. Person to Contact Walker L. Baumgardner		Working Title Records Management Officer Department of Education	Telephone Number 656-2435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest May 1, 1980 current		5. Records Series Title (followed by title used in office, if different) BEGINNING TEACHER PROFICIENCY ASSESSMENT FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Sixteen (16) CESAs operate State-wide under the Adequate Program for Education Act in Georgia (Georgia Code 32-628a): Each CESA, covering multiple counties, is responsible for providing coordination and consultative services to local school systems in curriculum development, special education, pupil personnel, staff development, and career and vocational education; also, each CESA provides technical assistance of shared educational services and personnel among local school systems to improve effectiveness of educational services, benefits and opportunities to students and to improve effectiveness of educational programs of member systems.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Qualifying new teachers for State of Georgia Teaching Certification (PBT) by meeting standards of proficiency on the job assessment. Included are: Beginning Teacher Information Sheet Computer Printout Annual Notification of Assessment Schedule Composite (Individual) Data Release Form Other related suspense Teacher Performance Assessment Form TPAI-2 convenience forms Affirmation of Assessment Form (un-numbered) Demographic Information Response Form TPAI-2 Verification of Profile Conference Professional Standards Response Form TPAI-3 Computer Printout Fall term (individual) Computer Printout Spring term (individual) File is arranged: Numerically by assigned personnel identification number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? File is active until teacher successfully completes assessment or three(3)			
9. Annual Rate of Accumulation of Records years. Then it becomes inactive. Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Based on annual accumulation of 100 beginning teachers.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Successful completion of job assessment results in issuance of State Teachers Certificate (PBT).
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

By law, the State Board of Education sets requirements and qualifications for certification of teachers.

Administrative need: Qualified files retained one additional year to confirm issuance of teacher certificate.

Non-qualified files held a total of 7 years for possible reclama.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 7 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

1. Completion of job assessment requirements: Upon successful completion of job assessment, file is placed in an inactive file, retained for one additional year, then destroy.

2. Non-completion of job assessment requirements: Cut off at end of 3 years; transfer to inactive file; hold an additional 4 years, then destroy.

Coordination:

M. E. Aiken, Jr.

M. E. Aiken, Jr.

Director, Regional Education Services Division

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>David A. Lariscy</i>	4-21-81	<i>John E. Darn</i>	4-21-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carole Hart</i>	5-1-81
		<i>Carole Hart</i>	4-28-81
		<i>Carole Hart</i>	4-30-81